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Class Specifications
for the Class:

TAXATION COMPLIANCE ADMINISTRATOR
(TAXATION COMPLIANCE ADMR)

Distinguishing Characteristics:

This class reflects a division chief responsible for planning, organizing, directing and coordinating a program for accomplishing compliance with State self-assessment tax laws and regulations applicable to all taxpayers whether or not in-state.

Functions and activities are conducted through district operations in the assessment of General Excise, Income and Miscellaneous Taxes and audit of returns, verification of taxpayer assets and related audits, and enforcement of delinquent tax collections.

The sole position in this class works under the general direction of the Director of Taxation. The work is performed within the framework of departmental policies and directives, and statutes. Specialized staff officers are utilized for assistance as required.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, organizes, directs and coordinates functions and activities for the development and implementation of taxpayer compliance in the self-assessment and remittance of taxes, and collection of delinquent taxes; directs the development of operational policies and procedures for uniform statewide tax administration, and the implementation of improvements in self-assessment, tax processing and collections; provides for the guidance of district audit and enforcement activities, and the interpretation of tax laws in their application to specific issues for uniform statewide application; directs review of all districts for efficiency and effectiveness of operations, and for implementation of changes in policies and procedures, including the introduction of new methods and equipment, and preparation of operating manuals; directs inter-district operations for field

auditing, delinquent enforcement, and other operating matters involving more than one district; reviews and endorses from a technical and economic standpoint the feasibility of various projects to ensure compliance; recommends and coordinates legal action involving legal interpretations, prosecution of criminal tax laws, delinquent accounts and enforced collection procedures; directs divisional budget preparation in accordance with established guidelines, recommends budget increases, and participates in legislative budget hearings; directs review of division organizational structure and recommends changes; directs and oversees personnel actions, including selection, training and discipline, and participates in grievance handling; maintains effective working relationships with federal, county, other states, and private agencies in tax compliance, research and related matters; proposes statutory changes and presents legislative testimony; prepares correspondence, and special and recurring reports; and keeps abreast of developments in the field of tax administration.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: State and/or federal tax laws; principles and practices of administration; and principles and practices of accounting and auditing.

Ability to: Plan, organize, direct and coordinate a program of taxation compliance; consult with others on technical tax and administrative matters, and make sound administrative decisions; develop and implement policies, methods and procedures; prepare clear and concise reports, correspondence and other materials; effectively discuss tax cases and points of law with taxpayers and their representatives; represent the Director of Taxation in dealing with the legislature, other public officials, the general public, and other groups.

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This is to reinstate and amend the specification for the class TAXATION COMPLIANCE ADMINISTRATOR (TAXATION COMPLIANCE ADMR), which was approved on August 23, 1984.

DATE APPROVED: 2/5/97 /s/ Dawn M. Young
JAMES H. TAKUSHI
Director of Human Resources Development